



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAY 22 1990

OFFICE OF WATER

MEMORANDUM

SUBJECT: UIC Data Management System - State Minimum Data Set for Class II Wells; Guidance # 68

FROM: Francoise M. Brasier, Chief *Francoise M. Brasier*
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TO: Water Supply Branch Chiefs
Regions I - X

Purpose

This guidance provides the information required by Regions and States to begin developing a data management system to meet the newly-identified data elements of the Underground Injection Control Program. The guidance and data sets apply only to Class II wells in non-primacy as well as primacy States. The attachments identify the data elements that must be collected; additional data elements that may be collected; standard data element formats; standard data element definitions; and sample worksheets on which information may be recorded.

Background

The Underground Injection Control Branch (UICB) of the Office of Drinking Water (ODW) is leading a five-year effort to develop a national, decentralized Underground Injection Control (UIC) information system.

In FY 1988, the Underground Injection Control Branch (UICB) of the Office of Drinking Water (ODW) initiated the UIC Data Management Workgroup, whose mission was to assess the data the UIC branch collects and the systems used to manage that data. UICB prepared a Mission Needs Assessment to consider the

information collection and information support requirements of the UIC Program. The results of this Mission Needs Assessment indicated that the information that Headquarters currently collects and the existing data systems must be modified to adequately support current and future UIC program needs. In FY 89, the Workgroup developed a State minimum data set of information requirements to help State and Regional programs improve their information management systems.

The system's decentralized nature will embody UICB's policy of keeping detailed information at the program implementation level and maintaining summary information at EPA Headquarters. Moreover, the system will achieve UICB's goal of establishing national data standards so that consistent data are available for State, Regional, and national program analyses. Well-by-well tracking required at the program implementation level will allow UIC programs to establish links among specific permit, inspection, enforcement, and compliance actions, enabling them to measure the timeliness and effectiveness of these actions and to measure program progress.

Guidance

This guidance serves to inform State Class II programs, EPA Regional DI Class II programs, and EPA Regional Class II oversight programs of the data requirements that are necessary to be collected by the States and Regions. These requirements cover the information that States and Regional DI programs must maintain in an easily-accessible format for every regulated, individual Class II well.

States and Regional DI Class II programs will be required to report the information outlined in this guidance to Regional oversight programs or to Headquarters. Although the exact summary information that will be required from States and Regional DI programs has not been finalized, the amount of information that States and Regional DI programs must report quarterly will be very similar to what is currently required. The ultimate objective of this guidance is to streamline the reporting requirements once the UICB is assured that adequate data management systems are in place at both the State and Regional levels.

A. Regional Responsibilities

1. Regional UIC sections are instructed to adopt the minimum data sets for their direct implementation

programs (DI). The UICB expects the Regions to begin to adopt the new requirements or, if developing new data systems, to incorporate these data elements into the new system. All mandatory elements must be included in the data system.

2. Regional offices are instructed to work with their States to get an adequate data system in place. Regions are encouraged in negotiations with their States during the FY 1991 grant award process to incorporate the data management system elements into a new or an existing system, and to include the agreements in the FY 1991 workplans. The Regions and States should develop an implementation plan to have an acceptable data system on line in the time frame allowed and to incorporate all the mandatory data elements and definitions. Because data management is considered a major activity towards program achievement, it will be one of the elements evaluated during the mid-year reviews for FY 1991 and 1992.
3. The time frame for EPA implementation of this guidance and the new data sets is no later than September 1992. At that time all reporting under the UIC program at the Federal and State levels must conform to this attached guidance and the new data system requirements.
4. The Regional UIC sections are requested to provide the UICB feedback on the planned implementation of this guidance. Please provide the current status of all the State and DI data management systems, and a time frame of when each State and DI data management system can be expected to be in place during the two-year implementation phase. This information is requested by June 18, 1990.

B. Elements of Data Management System

1. **Mandatory Data Elements and Standard Formats (State Minimum Data Set)**

In Attachment A, the mandatory data elements that must be collected and maintained by State UIC Class II programs and Regional DI Class II programs appear in **bold**. They include inventory, permit, inspection, operation, enforcement, and compliance information. State UIC Class II programs and Regional DI Class II programs will have to report summary information

derived from many of these data elements to Regional oversight programs and Headquarters. As noted earlier, the exact summary information that will be required from States and Regional DI programs has not yet been finalized; however, it will be derived entirely from the mandatory data elements outlined here.

Attachment A also specifies the standard formats in which the mandatory data elements must be maintained. It is important that all data submissions be consistent with these formats to ensure data compatibility across programs.

2. Suggested Data Elements and Standard Formats

In Attachment A, additional data elements appear in italics that UICB suggests State UIC Class II programs and Regional DI Class II programs collect and maintain. These suggested data elements represent information that UICB believes is useful, but not critical, in the management of UIC programs. However, Headquarters will not collect data derived from these data elements. (Note: Regions may choose to require additional information not required by Headquarters.) Attachment A also specifies the standard formats in which the suggested data elements should be maintained if they are collected.

3. Data Element Definitions

Attachment B contains definitions of both the mandatory and suggested data elements. State UIC Class II programs and Regional DI Class II programs must ensure that these standard definitions apply to the data they collect and to any information system used to maintain and/or report the data. The standard definitions ensure the consistency of data across the program and enable Regional and national analyses to be performed.

4. Glossary

Attachment C contains a glossary of standard UIC terms used in the definitions.

5. Data Worksheets

The worksheets in Attachment D are the same as in Attachment A except they contain blank fields. These worksheets may be used for recording information, or as the basis for developing other forms or information systems to support each State's minimum data set.

6. Acronyms

Attachment E contains a list of acronyms used in this guidance.

Implementation

All Regional offices must take actions stated in this guidance to ensure that adequate Data Management Systems are in place at the Regional and State level. Regions are further requested to provide a status and assessment to Headquarters of their DI Data Management Programs and of their State Privacy Programs to indicate when these systems can be implemented. Privacy agencies must use this guidance to achieve the goals stated within. Data management will be an evaluation element during Mid-year reviews.

Action Responsibility

For further information on this guidance, contact:

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